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E Russian periodical, Vestnik Syyazi-Pochta, No 8, 1947. (FDB Per Abs 10060 -- Translation specifically requested.)

DELIVERY OF LOCAL LETTERS IN MOSCOW

V. Zirin, Chief Organization and Operation Section Moscow Post Office

In large cities where the collection of letters from mailboxes and the delivery of sail is decentralized, local correspondence, deposited in mailboxes before 1200, must be delivered the same day, according to Order No 203 of the Ministry of Communications.

State enterprises, institutions, organisations, and the population of Moscow send from 50,000 to 60,000 local letters daily through the Moscow Post Office. In order to meet the order, the Moscow Post Office had to establish four deliveries of correspondence and printed matter, to reorganise the transport system throughout the city, and to change the time for collecting letters from mailboxes and their delivery to addressees.

At the beginning of the year, there was a scarcity of postmen in Moscow postel enterprises. Five hundred additional new were needed for the transition to four deliveries. Thanks to the energetic participation in the selection of personnel by many chiefs of rayon offices and communications departments, all vacancies in the Moscow postel staff were filled.

There were also difficulties in affording living quarters to new postmen. The directors of the post office and the rayon offices made use of all facilities at their disposal: found unoccupied space in communication enterprises, renofeled apartments placed at their disposal by rayon housing administrations and obtained quarters in dormitories of other organisations. Four numbed trenty persons were lodged in these dormitories.

Before this new system of delivering local wail was introduced, a

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survey of the volume of mail was made. It was estimated that more than 146,000 local letters were dispatched in Moscow during a 3-day period, 43.8 percent of which had been deposited in mailboxes before 1200. Nearly 80 percent of the letters counted during these 3 days were sent by individual sitizens, the rest by institutions and enterprises.

After studying this flow, the following fixed schedule for the transmittal of local letters throughout the city was devised and introduced:

Sta	ges in Transmission of Local Letters	From Ti	<u>To</u>	Fixed Time Limit
1.	Emptying latter boxes	1200	1300	1 hr
2. 3.	Processing in city departments Transporting from city departments	1300	1315	15 min
4.	to interrayon sorting terminals Processing in postal terminal	1315 1415	1415 1500	l hr 45 min
5.	Transporting to post office	1500	1545	45 min
7.	Exchange of bags at post office Transporting from post office to	1545	1600	15 min
8.	interrayon sorting terminals Processing in sorting terminal	1600 1645	1645 1800	45 min 1 hr,
9.	Transporting from terminals to city departments	depart (1861) Zugger		15 min
30.	Sorting in city departments	1800	1900	l hr
11.	according to delivery somes Delivery to addresse on	1900 1915	1915 2345	15 min 1 kr, 30 min

In order that processing and transmittal of local letters be effected within a fixed time limit, the collection of letters from all letter boxes throughout the entire city has been set for the fixed time between 1200 and 1300.

At present, all local correspondence from mailboxes is handled in city postal departments where it is separated from out-of-town mail, post-marked, and racked in special bags for forwarding to the terminal. A rigid time limit of 15 minutes has been set for processing local letters in the city departments. All further stages in the processing of local correspondence are carried out in designated working areas within a closely supervised time limit.

It is a well-known fact that Moscow has a decentralised system of immiling mail. In order to speed up the exchange of mail between the terminals, a special interrayon vehicular transport system, which runs between the rayon terminal and the post office, operates at 1545. The local correspondence from each interrayon terminal, which has been sorted in other terminals of the city, is delivered in special bags to the port office exchange center. In order to make this effective, there must be exceptional punctuality by the transportation workers. The slightest tardiness on the part of one vehicle would be able to delay the forwarding of mail to other terminals. The time limit of 15 minutes set for this erchange is closely observed.

Dispatchers have been utilized to make this exchange process successful. At exactly 1500 the workers at the interrayon mail terminals inform their own dispatcher of the number of bags to be forwarded to each mail terminal

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in the city. The rayon dispatchers convey this information to the post-office dispatcher on duty, and the latter expedites the exchange of mail.

Invoices in each interrayon sorting terminal of Moscow are made up beforehand in the exchange center. The invoice blanks are printed, and the names of all sorting terminals are indicated on them. This speeds up the work of those engaged in handling the mail, since they merely have to check the bag number against the corresponding name of the terminal.

These measures undertaken by the Moscow Post Office and the rayon offices have already shown positive results in the first month. Formerly, a considerable amount of local correspondence which had been deposited in letter boxes before 1200 was delivered no sconer than the following day. After this reorganisation, 97 percent of the letters deposited in mailboxes before 1200 was delivered on the same day to addressees.

Various improvements in the time necessary for collecting letters from mailboxes have been introduced. Collection of letters from all mailboxes located in the territory served by the interrayon sorting terminals is done between 1300 and 1400, and from those mailboxes located in the central part of the city between 1400 and 1500. This has further specied up the delivery of local letters. The large amount of local correspondence deposited in mailboxes in the central part of the city before 1300 or 1500 is at present also delivered on the same day.

Almost all Moscow communications departments, with the exception of those situated on the outskirts, have instituted four daily deliveries, with a 3-day working schedule for postmen. Starting time for postmen has been set at 0710. Termination of work, with a 3-hour breek period, is set at 2030. Thus, the first will delivery is made at 0730, the second at 1100, the third at 1530, and the fourth at 1415.

All leval correspondence which was deposited in Moscow mailboxes before 1200 or 1500, out-of-town correspondence which was received in the city communications departments before 1800 or 1900, and the newspaper Yechernyaya Moskya, are delivered on the last round.

With a change to a 3-day working schedule, the labor conditions of postmen have been considerably ameliorated. Each postman now has a day off every 2 days.

Competing with Leningred communication workers, Moscow postal workers have obligated themselves to improve the delivery of correspondence and printed matter to the population of Moscow. The workers of Moscow postal enterprises are fulfilling these ligations hororably.

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